

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is to manage all department operations on an assigned shift. An Assistant Fire Chief will also be required to oversee all operations of the department in the absence of the Fire Chief. Employees of this class are responsible for maintaining all records of the assigned shift, providing for maintenance and repairs of equipment and property, supervising the activities of all personnel on the assigned shift and providing training for those employees, as well as taking command at the scene of a fire or emergency and directing all rescue and fire fighting activities until relieved by the Fire Chief. The Assistant Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of Fire Chief in the absence of the Chief. Manages all department operations on one shift. Assists with research and planning for programs and activities of the department. Conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will improve ISO ratings. Works with boards and agencies (such as retirement boards, supplemental pay boards, firefighter training agencies) by attending meetings, supplying records, or providing other assistance required.

Supervises the preparation and maintenance of the records and reports of an assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records. Prepares payroll records, LFIRS reports, and any other forms or records assigned. Compiles and organizes data and writes reports needed to document the activity of the shift.

Supervises subordinate employees on an assigned shift. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written

by subordinates. Maintains discipline.

Develops a training program for the department and assures that the program is properly staffed and supplied with training resources. Provides for training outside the department when required. Conducts formal classroom training, conducts drills and evolutions, and provides on-the-job training.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by the Fire Chief, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, overseeing safety precautions, and providing emergency medical attention. Participates in the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Enforces fire prevention codes for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Directs the inspection of buildings to determine the existence of potential fire hazards. Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring in the city. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence and assists arson investigation personnel. Testifies in court when required.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance. Inspects all equipment and property after repairs to see that these were properly accomplished. Purchases equipment and supplies, keeping such purchases within the established budget. Disburses supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.